



JOB DESCRIPTION

Residential Associate

437 Fernando Court
Glendale, CA 91204
Tel: 818.246.7900
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achieveglendale.org

POSITION TYPE: Housing Staff – Part Time Non-exempt
(Full Time position may be available in September)

DESCRIPTION: Responsible for supervising client activities and shelter facility during evening and overnight shifts. Maintains a clean, safe and healthy environment for staff and residents.

REPORTS TO: Director of Residential Programs

Duties and Responsibilities:

- Participates and oversees client activities such as meals, personal hygiene, chores, and sleep;
- Provide supervision of all clients and shelter facility;
- Prepare breakfast and dinner meals as need;
- Coordinate timely departure of clients from the facility in the morning;
- Supervise the completion of facility chores by the shelter clients;
- Daily cleaning of restrooms/shower areas;
- Ensure kitchen and dining areas are clean;
- Remove trash from offices, shelter area;
- Light repair/maintenance of facility;
- Reporting equipment or structural items in need of repair;
- Coordinating vendor service calls for maintenance;
- Pick –up donations / distribute donations to access center;
- Other duties are required for the maintenance of the facility;
- Complete site maintenance and other duties as assigned by supervisor.

Qualifications and Requirements for this Position:

- Previous experience working in homeless or comparable social service program;
- Ability to effectively listen to clients and utilize problem resolution skills;
- Previous experience in facilities maintenance is preferred;
- A clean driving record and valid CA driver's license required;
- Must be physically able to do lifting, carrying of supplies, and manual labor related to cleaning and repairs
- Bi-lingual skills (English/Spanish) desirable

Schedule:

As assigned; shifts are 3:30 – midnight; 11:30 p.m. until 8 a.m.